

CITY OF COVINGTON JOB DESCRIPTION

Job Title: Aquatics Specialist

Department: Parks & Recreation Department

Reports To: Aquatics Supervisor

Overtime Classification: Non-Exempt

Date: Revised February 2014

Definition:

Oversee daily operation of the Covington Aquatic Center. Supervise and provide support to Aquatics Division staff, and develop, plan, implement, coordinate, promote, and evaluate aquatics programs and special events. Coordinate departmental and interdepartmental communication and support for aquatics staff and programs. Assist in the development of, implement and enforce Aquatics Division policies and procedures. Must be able to work in a high-paced environment and effectively manage a sizeable workload. This position may require work that falls outside of the normal work schedule, including evenings and weekends.

Supervision:

Work under guidance and supervision of the Aquatics Supervisor.

Essential Job Functions:

- Monitor the daily operation of the aquatic center, including the administration of programs, coordination of Aquatics Division staff, and general customer service.
- Promote water safety education, health and fitness, and recreation through aquatic activities.
- Supervise and provide support to Aquatics Division staff, including orientations, trainings, procedure development and revision, evaluations, scheduling, and job performance support.
- Assure proper training and certification of staff per applicable regulations and per City policy.
- Assist with scheduling of programs and use of the aquatic facility.
- Coordinate specialized services, scheduling and billing procedures for third-party programs at the Covington Aquatic Center.
- Oversee general customer service, customer accounts, record-keeping, registration procedures, facility reservations and scheduling, POS systems and revenue collection procedures.
- Oversee ActiveNet (recreation software) operation, including POS systems, registration, customer account management, memberships, and activity management. Develop, implement, and revise as needed procedures for utilizing ActiveNet.
- Assist with planning, developing, implementing and enforcing internal operating policies and procedures for the Aquatics Division.
- Perform the duties of a lifeguard, instructor or other program staff, as needed.
- Respond to emergencies and other situations, as authorized and as needed.

- Participate in the development of the Aquatics Division budget.
- Assist with basic maintenance of the aquatic facility building, equipment, and aquatics systems.
- Responsible for facility maintenance and emergency response in the absence of the Aquatics Supervisor.
- Driving is essential to perform job functions (see special requirements).

Secondary Job Functions:

- Perform other related duties, as assigned.

Qualifications:

Knowledge of:

- Aquatic programs; swimming lessons, water exercise, etc.
- Facility scheduling.
- Lifeguard techniques and principles.
- First aid and CPR/AED.
- Basic technical aspects of aquatic facility operation, sanitation, and maintenance.
- Management and supervisory techniques and principles.
- Effective public relations techniques and principles, including skill in working with diverse populations and cultures.
- Conflict resolution skills.
- City's policies and procedures.
- Special event coordination.
- Budgeting techniques and principles; mathematical skills.
- Personal computer and applicable software.

Ability to:

- Effectively train and lead Aquatics Division staff; plan, schedule, and review subordinate staff work.
- Enforce aquatics program safety practices.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Communicate effectively, both verbally and in writing.
- Utilize personal computer and applicable software to fulfill requirements of the position.

Education and Experience:

Minimum Criteria:

Bachelor's Degree in Recreation or Recreation and Park Administration, and at least one year of relative full-time work experience related to aquatics; or an equivalent combination of education and experience which would provide evidence of the skills, knowledge and abilities required to perform the job functions.

Preferred Criteria: *(In addition to Minimum Criteria)*

Aquatic Facility Operator certification, and knowledge and abilities required to perform basic facility maintenance.

Experience with administrating recreation software and program scheduling.

Special Requirements:

- American Red Cross Water Safety Instructor authorization.
- American Red Cross Water Safety Instructor Trainer authorization.
- American Red Cross Lifeguard certification.
- American Red Cross Lifeguard Instructor authorization.
- American Red Cross CPR/AED certification.
- American Red Cross First Aid certification.
- Northwest Lifeguard Certification or Northwest Lifeguard Test Administrator.
- Possession of a valid Washington State driver's license or ability to obtain one within one month.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

Physical Demands and Work Environment:

- **Constant Demands:** Sitting, talking, hearing, seeing, standing, walking, stooping, kneeling, swimming, balancing.
- **Frequent Demands:** Driving, climbing, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist and reaching, bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer.